

*City of Alexandria*  
Transportation & Environmental Services  
City Hall, 301 King Street, Room 4130  
Joan Wagner  
703-838-4324 / fax 703-838-6438

**APPLICATION FOR SPECIAL EVENTS PERMIT**

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE #: \_\_\_\_\_ CELL/PAGER: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME (START AND END): \_\_\_\_\_

STREETS TO BE CLOSED (BEGINNING TO END): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED ROUTE (PARADES, RACES, ETC.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach a copy of notice to residents/businesses. Provide certificate of insurance in the amount of \$1,000,000 naming City of Alexandria as co-insured or additional insured.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

TITLE: \_\_\_\_\_